

UNCLASSIFIED//~~ATUO~~

Electronic Publishing (E-Publishing)

(U) If you are publishing information electronically, e.g. via e-mail or the Internet, and mention anything related to the Agency or intelligence matters, you must have it reviewed either by the (1) Publications Review Board or an appropriate (2) Information Review Officer before it is sent or posted.

(U) If written by you -- If the material you wish to share with others has been written by you—either in your private (personal) capacity or in your official (Agency) capacity—you must submit that material to the Publications Review Board (PRB) to verify that what you have drafted is unclassified and may be shared with uncleared individuals. The PRB does not declassify currently classified material.

(U) If an Agency record – If you plan to utilize an Agency record (whether classified or unclassified) as part of an official presentation intended for public release, then the material must be reviewed and approved for release by the appropriate directorate Information Review Officer (IRO) or other authorized release authority. The PRB will facilitate this review. If you intend to use an Agency record for private use, then you must request public access to the information via one of the public release programs, i.e. the Freedom of Information Act, the Privacy Act, or the mandatory declassification provision of Executive Order 12958, as amended.

Publications Review Board Review

(U) You have a continuing legal obligation to honor the Agency secrecy agreement you signed. You must submit any material written by you meeting any of the following criteria to the PRB for review and approval before sharing it with anyone:

(U) Any writing intended for publication or public dissemination (i.e., sharing the information with anyone), whether personal or official that mentions CIA, or intelligence data or activities, or material on any subject about which you had access to classified information in the course of your employment or other contact with the Agency.

(U) The PRB must review all submissions (e.g., resumes, academic papers, essays, speeches, and articles) to confirm no sensitive or classified information is revealed and will provide you with a formal written approval.

(U) Material not subject to PRB review includes:

- Material totally unrelated to intelligence or employment matters, such as cooking, gardening, etc.
- Material that consists solely of personal views, opinions, or judgments on matters of public concern and does not contain or purport to contain any mention of the CIA, intelligence activities or data, or information on any topic about which you had access to classified information.

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(U//AIUO) For further guidance on PRB reviews please refer to the following:

- AR 6-2 "Agency Prepublication Review of Certain Material Prepared for Public Dissemination"
- AR 10-7 "Secrecy Agreements"

Information Review Officer Review

(U) A decision to publicly release any Agency information (orally, or in electronic or written format) requires not only a declassification review, but also a review to determine whether the Agency has a legal obligation, or the discretionary authority, to claim other exemptions or legal privileges against the disclosure of such information. Thus, "Unclassified" is not synonymous with releasable. Please consult with the appropriate directorate Information Review Officer should you have questions about the release of Agency material.

(U//AIUO) For further guidance on IRO declassification reviews please refer to the following:

- AR 70-5 "Declassification and Release"

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